

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CMA-72

For: CMA's, LSA's, and State and County Offices, Except AK, HI, and PR

**2002 National Cooperative Marketing Association/
Loan Servicing Agent (CMA/LSA) and Cotton Training Meeting**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

The 2002 National CMA/LSA Training meeting will be held:

- in Little Rock, Arkansas
- October 22 through October 24, 2002
- in conjunction with cotton policy and automation training for State and County Offices.

Topics covered at this training meeting will include the following:

- CMA/LSA policy
- introduction to web-based CMA eligibility uploads and downloads
- automated CMA eligibility process, including changes to output fields
- updates on the Automated Cotton Reporting System
- CMA/LSA appeals policy
- peanut loan/LDP policy and automation
- cotton policy and automation.

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Disposal Date

March 1, 2003

Distribution

State Offices, except AK, HI, and PR; State Offices relay to County Offices, **and FAX** to CMA's and LSA's

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1 Overview (Continued)

B

Purpose

This notice provides the following:

- number of participants authorized from each State
 - scheduled dates and times of the training meeting
 - information about hotel accommodations and transportation
 - travel authorization information for attendees from each State.
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2 Number of Attendees

A

Number of State Office Participants

State Offices are authorized to send 2 participants from each of the following States.

Southeast	Midwest	Southwest	Northwest
Alabama	Illinois	Arizona	Idaho
Arkansas	Indiana	California	Nebraska
Florida	Iowa	Kansas	North Dakota
Georgia	Michigan	New Mexico	South Dakota
Kentucky	Minnesota	Oklahoma	Washington
Louisiana	Missouri	Texas	
Maryland	Ohio		
Mississippi	Wisconsin		
North Carolina			
South Carolina			
Tennessee			
Virginia			

Note: State Offices are encouraged to have a representative from the newly assigned peanut Service County Offices attend this training meeting.

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2 Number of Attendees (Continued)

B

Additional County Attendees

Additional county employees are encouraged to attend contingent on the following:

- the State paying travel and related expenses
- space available at the training meeting
- the attendee being familiar with control county subsidiary file responsibilities.

Note: State Offices shall inform PSD immediately at 202-720-9889 of any additional attendees.

C

CMA and LSA Attendance

Training for CMA/LSA representatives is a mandatory requirement to maintain CMA/LSA status. For planning purposes, hotel arrangements have been made for 2 representatives from each CMA/LSA. Attendees should be:

- familiar with day-to-day CMA or LSA operations
- responsible for resolving problems.

Note: Day 1 of the meeting is devoted to CMA/LSA training. Persons from nonpeanut CMA's and LSA's may choose to leave after the second day.

D

CMA, LSA, and State Office Action

CMA's, LSA's, and State Offices shall take the following actions by **COB Wednesday, October 16, 2002:**

- each CMA, LSA, and State Office with participants attending this training shall e-mail a list of attendees to Bruce Lake, PSD, at **bruce_lake@wdc.usda.gov**
 - participants shall register directly with the Peabody Little Rock.
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E

Documenting Training

Participants or the State Training Officer shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is "020099" and the session number is "0001". Direct questions about processing in ICAMS to the State Training Officer or to Joe Hoffman, Training and Development Branch, HRD, at 202-418-9041.

3 Hotel and Travel Information

A

Training Dates and Hotel Information

Training attendees shall plan to arrive on **Monday, October 21, 2002**. A block of rooms has been reserved.

The training meeting will begin **Tuesday, October 22, 2002, at 8 a.m.** and end **Thursday, October 24, 2002, at 12 noon**.

Participants shall:

- make their own reservations directly with the hotel by COB October 16, 2002
- identify themselves as participants of the “**USDA CMA Cotton Training.**”

The training will be held at the following:

The Peabody Little Rock
3 Statehouse Plaza
Little Rock, AR 72201
1-501-906-4000
1-800-PEABODY.

The daily room rate:

- is \$72, plus tax, for a single room
- must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

The Peabody Little Rock’s:

- FAX number is 1-501-375-4721
- check-in time is 3 p.m.
- check-out time is 12 noon
- cancellation policy requires notification 72 hours before expected arrival.

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3 Hotel and Travel Information (Continued)

B Training Materials

A package of training materials will be provided to each participant.

Notes: Attendees who intend to ship training materials back to their respective States should bring **all** shipping materials, including the following:

- boxes
- tape
- Federal Express labels
- account information.

The training manuals will be in a 2.5-inch binder.

C Airport Transportation

Transportation to and from the hotel is at the participant's discretion. The Little Rock National Airport is 7 miles from the hotel. Taxi fare, one way, is approximately \$12.

D Per Diem and Travel Authorization

The per diem rate for Little Rock, Arkansas, is \$110 a day (\$72 for lodging and \$38 for meals and incidental expenses).

Each State and County Office employee attending must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization.

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

Participants shall notify airlines and the hotel of any accommodations that are necessary.

Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds.

E Special Needs

Persons with disabilities who require accommodations to attend or participate in this training should contact Bruce Lake at 202-720-9889 or by e-mail at **bruce_lake@wdc.usda.gov** by October 15, 2002.
